

Weekly Management Report

October 12, 2018

1. **Memo** Emergency Shelter Locations and
Alternate Facilities
Fire Department
2. **Update** Landlord Tenant Commission Activity
Community Development Department
3. **Synopsis** Art in Public Places Meeting
October 1, 2018
Parks and Recreation Department
4. **Agenda** Burbank-Glendale-Pasadena Airport Authority
Regular Meeting of October 15, 2018
Burbank-Glendale-Pasadena Airport Authority



*C: Council
Exec*

BURBANK FIRE DEPARTMENT

Memorandum

DATE: October 1, 2018

TO: Ron Davis, City Manager

FROM: Eric Garcia, Fire Chief *EG*

SUBJECT: Emergency Shelter Locations and Alternate Facilities


The City has a robust Emergency Evacuation Center and Emergency Shelter program as was utilized during both the La Tuna Wildland Fire in 2017 and during the subsequent mud and debris flows in early 2018. The City of Burbank has a signed Memorandum of Understanding (MOU) with the American Red Cross (ARC) regarding Emergency Evacuation Centers and Emergency Shelters. Although the Shelters are City facilities, the ARC, through this MOU will manage and operate both Emergency Evacuation Centers and Emergency Shelters as long as ARC personnel and volunteers are available, as well as provide shelter supplies, miscellaneous equipment and feed shelter clients when an Emergency Shelter is activated.

Designated "primary" Emergency Shelters have been pre-identified but are not made known to the public until such time as they are needed. These facilities are not made known to the public in advance because each incident is unique and at the time of an incident an identified facility may be within the impact zone, directly adjacent to the impact zone where the facility may need to be moved or simply undergoing maintenance and we would not want evacuees to go to one of those facilities on their own; instead we would want to direct them to a facility more conducive to the incident or situation. Evacuations are already stressful and families may not have been together at the time of the evacuation, so we would not want to cause further stress or chaos by having evacuees have to go to multiple locations, instead we want to identify the best facility at the time of the incident and direct evacuees there at that time.

The current "primary" Emergency Shelters are identified as McCambridge Recreation Center and Verdugo Recreation Center. These facilities meet Americans with Disabilities Act (ADA) guidelines, have showers due to the swimming pools, easy access with ample parking and have been preapproved for use by the ARC. In addition to the two "Primary" facilities identified, the City has identified the Olive Recreation Center (located at George Izay Park) as an alternate facility. Portable shower trailers can be brought in from a contract vendor to make Olive Recreation Center compliant as an Emergency Shelter facility. The ARC also has a separate MOU with the Burbank Unified School District for use of Burbank and John Burroughs High Schools as additional Emergency Shelter facilities in Burbank, however use of these facilities does come with restrictions regarding the impact to school operations unless school is not in session or the incident itself causes the schools to not open during its duration.

Following individual After Action Reviews with both the ARC and Burbank Parks & Recreation Department, the Emergency Management Division is currently exploring alternatives to make the City more self-resilient and not rely on staff or equipment from the ARC for shelter operations. Burbank Parks & Recreation personnel currently undergo Shelter Fundamentals and Management training provided by the ARC to ARC standards (the same training provided to ARC personnel and volunteers).


In August 2018, the Emergency Management Division began to first steps of developing a comprehensive Mass Care & Shelter Plan for the City of Burbank which will include shelter operations.

BY: 
Eric Baumgardner, Emergency Management Coordinator

memorandum

DATE: September 26, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
VIA: Simone McFarland, Asst. Community Development Director 
VIA: Maribel Leyland, Housing Authority Manager 
BY: Tricia Smith, Housing Specialist 

SUBJECT: LANDLORD TENANT COMMISSION ACTIVITY UPDATE

At the meeting of June 20, 2018, Mayor Emily Gabel-Luddy requested an update on the type and number of cases heard by the Landlord Tenant Commission during the past twelve months.

The Landlord Tenant Commission was established in 1985. The powers and duties of the Commission include: recommend to the Council rules, regulations, and guidelines for rent increases; to mediate rent adjustment disputes between landlords and tenants; and to receive complaints pertaining to rent adjustments which exceed the guidelines established by the Council. In addition, the Commission is to serve as a facilitator through which landlords and tenants may exchange information, coordinate programs, and engage in joint endeavors concerning landlord-tenant relations; to become familiar with landlord-tenant developments in other communities, such as the Just Cause Eviction Ordinance in the City of Glendale; provide tenant referrals to appropriate public and private agencies; and to perform such advisory functions as are delegated to it by the provisions of this code or other action of the Council.

The Commission meets monthly and on average there are 2-3 attendees per meeting. The attendees are there to seek landlord-tenant guidance, referrals to public or private agencies or to observe the duties of the Commission. When an attendee submits a rental questionnaire to the Commission, the questionnaire categorically identifies what the issue/problem is to be addressed by the Commission. Quarterly, the Commissioners elect two members of the Commission to the Sub-committee. The Sub-committee will oversee any landlord tenant issues that arise and provide a follow-up report of the outcome to the Commission.

During the period of July 1, 2017 through June 30, 2018, the Landlord Tenant Commission reviewed 34 cases as summarized below.

Landlord Tenant Commission Cases During July 1, 2017 – June 30, 2018	
Topic:	Cases Heard:
Rent Increase	9
Evictions	6
Repairs	5
Health Concerns	4
Educational Purposes	2
Harassment	2
Security Deposit	2
Compensation	1
Landlord/Tenant Disputes	1
Lawsuit *	1
Lease Questions	1
TOTAL:	34

* As the Commission has no legal authority, they cannot and will not provide legal advice.
The Commission will share a list of low-cost/no cost legal services.

As indicated in the chart above, 26% of the cases before the Commission last fiscal year, involve questions and concerns related to rent increases. During FY 16/17, a total of 18 cases went before the Commission. Six (33%) of the 18 cases were related to rent increases. While some cases may have had more than one concern, they were placed in the chart, only once, based on the primary issue/concern.

Of the total 15 cases related to rent increases during the last two fiscal years, the Commission was able to mediate on three cases with differing outcomes such as delaying a rent increase until after the holiday season. For the majority of the other cases, the Commission answered questions and provided resources/information to educate landlords and tenants.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: *Art in Public Places*

Date: *10-1-18*

Members Present: Gordon Haines, Dink O'Neal, Carolyn Jackson, Kat Olson, Teri O'Connor, Lara Saikali

Members Absent: Diane Eaton

Staff Present: Judie Wilke – Parks and Recreation Director, Marisa Garcia – Assistant Parks and Recreation Director, Paula Ohan - Administrative Analyst, Daniel Amaya – Recording Secretary

Council Liaison Present: *none*

Item Discussed	Summary	Direction or Action, if any
1 LA COUNTY ARTS COMMISSION	Ms. Ohan introduced Pauline Kamiyama, of the LA County Arts Commission (Commission), to give a presentation on information and resources the Commission has most especially relating to public art projects. Ms. Kamiyama shared a slideshow and provided vast information on the Commission and a variety of past projects. Ms. Kamiyama provided the Committee with insight, advice and mentioned using LA Culture Net, California Arts Council's site, PACSOCAL and word of mouth to networks of artists for artist outreach when submitting RFP's. Members raised specific questions and discussed further.	None.
2 PROPOSED CONSOLIDATION OF THE ART IN PUBLIC PLACES COMMITTEE AND BURBANK CULTURAL ARTS COMMISSION	Ms. Garcia updated the Committee on the discussion during a City Council meeting of potentially consolidating the Art in Public Places Committee and the Burbank Cultural Arts Commission. Committee members Ms. Jackson, Mr. Haines and Mr. O'Neal attended this City Council meeting to define the major differences of the two Committees and/Commissions.. Ms. Garcia advised that City Council voted (5-0) to remove the consideration of consolidating	None.

		the Art in Public Places Committee and the Burbank Arts for All Commission.	
3	LINCOLN PARK PUBLIC ART GARDEN PROJECT UPDATE	Ms. Ohan provided members with an update on each of the art pieces for the Lincoln Park project. The completion date of the project is set for late October/early November. Ms. Ohan also informed members that she is continuing to work with the artists on the tour to the foundry in the city of Paramount to see Lincoln's Hat before its installation.	None.
4	ART IN PUBLIC PLACES ORDINANCE UPDATE	Ms. Garcia informed the Committee on the progress of updating the Art in Public Places ordinance. She advised that staff will be meeting with the Community Development Director to review the changes made to the ordinance, followed by a meeting with the City Manager. Once finalized, staff will take the proposed ordinance changes to City Council.	None.
5	REGIONAL INTERMODAL TRANSPORTATION CENTER (RITC) UPDATE	Ms. Garcia updated the Committee on the advancement of the RITC project. She mentioned RITC has terminated their agreement with their current artist and consultant and are starting the project from the beginning. Members discussed further.	None.
6	EMPIRE CENTER ART RELOCATION UPDATE	Ms. Ohan provided the Committee with an update on the Empire Center Art relocation project after a letter was sent to them last month. The developers advised that they were still in the process of working with Caltrans and the City to determine the property line off Empire Avenue. Once this is finalized, they can move forward with the artist agreement on the relocation of the artwork.	None.

CITY OF BURBANK
PARKS AND RECREATION
ANNOTATED AGENDA/MEETING SUMMARY

7	<p>PUBLIC ART RESTORATION UPDATE</p>	<p>Ms. Ohan provided the members with an update on the public art restoration for the five public art pieces:</p> <ul style="list-style-type: none">- Family Tiara (150 N Third St)- The Golfer (1500 N Walnut Ave)- The Wagon Pull (Chandler Blvd and N. Keystone St)- The Trackwalker (Chandler Blvd and Mariposa St)- Family Outing (Chandler Blvd and N Hollywood Way) <p>The current cost for the restoration is \$12,400. Ms. Ohan mentioned that the maintenance of the Family Tiara is significantly higher than all the other pieces. She also advised that the maintenance will begin in a few weeks.</p>	<p>Members discussed the maintenance of the Family Tiara further and requested staff to provide an update on the specific maintenance at the next scheduled meeting.</p>
---	---	---	--



October 11, 2018

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, October 15, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, October 15, 2018

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.

▼ ▼ ▼

Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*

▼ ▼ ▼

The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*

▼ ▼ ▼

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.

▼ ▼ ▼

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Finance and Administration Committee
 - (i) September 17, 2018 **[See page 1]**
 - b. Commission Minutes
(For Approval)
 - 1) October 1, 2018 **[See page 4]**
 - c. Proposed Resolution No. 480 – Clarification of Starting Time of Finance and Administration Committee Regular Meetings and Legal, Government and Environmental Affairs Committee Regular Meetings **[See page 10]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Aviation Hangar Lease for Hangar 22 With Star Aviation, Inc. **[See page 14]**
 - b. Approval of Third Amendment to Ground Lease Agreement With D&L Transportation, Inc., dba Desmond's Studio Production Service **[See page 16]**
 - c. Award of Professional Services Agreement Airport Consumer Item Inspection Services – Universal Protection Service LP dba Allied Universal and Approval of Inspection Services Reimbursement Agreement With MCS Burbank LLC and HG Burbank JV **[See page 20]**
7. ITEMS FOR COMMISSION DISCUSSION
 - a. Presentation: California High Speed Rail **[No Staff Report]**

8. ITEMS FOR COMMISSION INFORMATION

- a. 2018 Annual Fundraiser Recipient *[No Staff Report]*
- b. Airline Schedule Analysis *[See page 22]*
- c. August 2018 Passenger/Cargo and Regional Airport Passenger Statistics *[See page 25]*
- d. August 2018 Parking Revenue Statistics *[No Staff Report]*
- e. August 2018 Transportation Network Companies ("TNC") *[No Staff Report]*

9. CLOSED SESSION

- a. THREAT TO PUBLIC SERVICES OR FACILITIES
(California Government Code Section 54957(a))
Consultation with Director, Public Safety
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code Section 54957(b))
Title: Executive Director

10. COMMISSIONER COMMENTS
(Updates and information items, if any)

11. ADJOURNMENT

COMMISSION NEWSLETTER
October 15, 2018

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. Approved minutes of the September 17, 2018, Finance and Administration Committee meeting are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the October 1, 2018, meeting are attached for the Commission's review and approval.
- c. PROPOSED RESOLUTION NO. 480 - CLARIFICATION OF THE STARTING TIME OF FINANCE AND ADMINISTRATION COMMITTEE REGULAR MEETINGS AND LEGAL, GOVERNMENT AND ENVIRONMENTAL AFFAIRS COMMITTEE REGULAR MEETINGS. A staff report is included in the agenda packet. Staff seeks Commission adoption of Resolution No. 480 to clarify the starting time of Finance and Administration Committee regular meetings and Legal, Government and Environmental Affairs Committee regular meetings.

6. ITEM FOR COMMISSION APPROVAL

- a. AWARD OF AVIATION HANGAR LEASE FOR HANGAR 22 WITH STAR AVIATION, INC. A staff report is included in the agenda packet. At the October 1, 2018, meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend the Commission approve a proposed Aviation Hangar Lease for Hangar 22, copy enclosed, between Star Aviation, Inc., a Delaware corporation, and the Burbank-Glendale-Pasadena Airport Authority.
- b. APPROVAL OF THIRD AMENDMENT TO GROUND LEASE AGREEMENT WITH D&L TRANSPORTATION, INC., dba DESMOND'S STUDIO PRODUCTION SERVICE. A staff report is included in the agenda packet. At the Finance and Administration Committee ("Committee") meeting held on October 1, 2018, the Committee voted unanimously (3-0) to recommend the Commission approve a Third Amendment ("Amendment") to the Ground Lease Agreement ("Agreement") with D&L Transportation, Inc., dba Desmond's Studio Production Services. The proposed Amendment provides a two-year extension of the Agreement to December 6, 2020, with an additional one-year extension option subject to written consent of the Burbank-Glendale-Pasadena Airport Authority.
- c. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIRPORT CONSUMER ITEM INSPECTION SERVICES - UNIVERSAL PROTECTION SERVICE LP dba

ALLIED UNIVERSAL AND APPROVAL OF INSPECTION SERVICES REIMBURSEMENT AGREEMENT WITH MCS BURBANK LLC AND HG BURBANK JV. A staff report is included in the agenda packet. Subject to the recommendation from the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks Commission authorization to award a Professional Services Agreement ("Agreement") to Universal Protection Service LP dba as Allied Universal for Airport Consumer Item Inspection Services. As part of this Agreement, Staff also seeks the Commission's approval of the Inspection Services Reimbursement Agreement ("Reimbursement Agreement") between MCS Burbank LLC ("MCS"), HG Burbank JV ("Hudson") and the Burbank-Glendale-Pasadena Airport Authority.

The proposed agreement, copy attached, is for a two-year term with two one-year extension options available to the Commission at its discretion at a not-to-exceed contract price of \$321,485 for the initial two years calculated based upon the estimated hours. The cost of these services under the proposed Reimbursement Agreement will be fully reimbursed by MCS and Hudson.

7. ITEMS FOR COMMISSION DISCUSSION

- a. PRESENTATION: CALIFORNIA HIGH SPEED RAIL. No staff report attached. Representatives from the California High Speed Rail Authority will provide a presentation to the Commission on the current status of the High Speed Rail project, with a focus on the segments entering the San Fernando valley and the Los Angeles basin. An updated proposed alternative for a station located adjacent to the Airport property will be described.

8. ITEMS FOR COMMISSION INFORMATION

- a. 2018 ANNUAL FUNDRAISER RECIPIENT. No staff report attached. Wellness Works in Glendale has been chosen as this year's fundraising recipient. Wellness Works is a non-profit organization that has been providing services in the community for over 30 years to veterans and active military family members. The organization provides resources in training, education and treatment for self-healing in an atmosphere of compassion and joy. Therefore, Staff recommends to the Commission Wellness Works as the 2018 Annual Airport Fundraising recipient.
- b. AIRLINE SCHEDULE ANALYSIS. Staff has received notice of changes in service, fleet mix, and scheduled operating times from four airlines serving Hollywood Burbank Airport. This report change is reflected in the staff report and on the Schedule Change Analysis.
- c. AUGUST 2018 PASSENGER STATISTICS AND AIRLINE SCHEDULE REPORT. A staff report is included in the agenda packet. The August 2018 passenger count of 463,653 was up 10.45% compared to the August 2017 total of 419,768. The calendar year-to-date total for the first eight months is up 12.78% at 3,425,143 compared to 3,037,098 through August of last year. Air carrier aircraft operations increased by 2.12% for the month and cargo volume increased for the same period.

by 4.07% to 9.7 million pounds, bringing the year-to-date the total to 72.4 million pounds, up 1.3% as compared to the same period in 2017.

- d. AUGUST 2018 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of August 2018.
- e. AUGUST 2018 TRANSPORTATION NETWORK COMPANIES ("TNC") SUMMARY OF ACTIVITIES. No staff report attached. Staff will update the Commission on TNC activity for the month of August 2018.